

ADMINISTRATIVE  
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3 JUL 1975

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

SUBJECT : Reduction of Daily Operating Costs

The Real Estate and Construction Division (RECD) is continuing its cost-reduction and inflation-fighting programs. The following data is submitted as a measurement of progress made during the fourth quarter of FY 1975.

<u>Cost Reduction Methods</u>	<u>Progress/Problems/ Suggested Improvements</u>
1. Use speed letters for intraoffice correspondence.	Efforts to increase the use of speed letters have resulted in an approximate 10 percent increase, bringing the total number of speed letters used in lieu of memorandums to approximately 60 during the fourth quarter FY 1975.
2. Encourage and accept pen and ink changes for minor errors on correspondence.	RECD uses pen and ink changes on approximately 15 percent of Division correspondence. This amounted to pen and ink changes on about 90 pieces of correspondence this quarter.
3. Identify and take steps to stop receipt of excess copies of correspondence and reports.	By reducing internal Division weekly report copies, RECD has eliminated approximately 1,660 xeroxed pages during this reporting period.
4. Eliminate use of unnecessary routing slips.	Use of routing slips has been reduced by approximately 20 percent this quarter, or by an approximate 120 sheets.

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5. Reduce fuel oil consumption of the Headquarters Complex

RECD is continuing, through GSA, to reduce fuel oil consumption at Headquarters. Statistics for the fourth quarter FY 1975 are not yet available. Statistics which were unavailable for the last reporting period for the third quarter show an increase due to higher fuel demand inherent with the winter season.

6. Reduce power consumption of the Headquarters Complex.

RECD continues to implement through GSA a program of conserving power consumption. Statistics are not yet available to measure progress made in the fourth quarter FY 1975. However, statistics for the third quarter which were unavailable for the last reporting period show a power consumption reduction of 9 percent, a dollar savings of \$7,581.

Anti-Inflation Measures

1. Reuse envelopes.

This Division uses approximately 240 envelopes per quarter. During the fourth quarter, 75 percent of those used were of the reusable, woven fabric variety.



Chief

Real Estate and Construction Division, OL

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